

QUICK START GUIDE



NRCA
PROCertification®

**QUALIFIED
ASSESSOR**



NATIONAL ROOFING CONTRACTORS ASSOCIATION





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This guide explains the role of Qualified Assessors in NRCA ProCertification® and the steps in becoming a Qualified Assessor.

What is NRCA ProCertification?

NRCA ProCertification is a certification program for roofing workers. Its goal is to build a competent, sustainable, high-performing roofing and waterproofing industry workforce. It is targeted at workers who have some roofing experience. It includes experience requirements, skills verification by an employer and testing. All certifications require passing a computer-based exam. Installers also take a practical hands-on performance exam that is scored by a Qualified Assessor.

What is a Qualified Assessor?

Qualified Assessors play a critical role in certifying roof system installers. They are the only people trained and approved by NRCA to conduct performance exams for installers. Qualified Assessors may charge a fee for this service if they choose to do so. NRCA does not receive any portion of these fees.

What are the available designations?

NRCA ProCertification Qualified Assessors are designated in specific types of roof systems for which they can conduct performance exams. Qualified Assessor participants select the designation(s) they seek during the application process. Additional designations can be sought after an initial designation is earned. Currently, designations are available for:

- Asphalt shingle systems
- EPDM systems
- Thermoplastic systems

What does a Qualified Assessor do?

Qualified Assessors schedule, conduct and report on NRCA ProCertified installer certification performance exams. Following are some of the policies and procedures that apply:

1. Qualified Assessors are trained to observe certification candidates completing hands-on performance exam assignments and assess them using scoring rubrics provided by NRCA.
2. Candidates for installer certifications can request to have their performance exams conducted at a job site or another testing location. Performance exam testing locations are physical sites that meet certain requirements where hands-on performance tests are held. A testing location can be a:
 - Roofing contractor's shop
 - Distribution center
 - Vocational school
 - Other facility that meets standard testing conditions
 - Manufacturer training center
 - Union training facility
 - Community college

3. Testing locations may, at their discretion, charge Qualified Assessors a reasonable fee for conducting performance exams at their facilities. However, testing locations must charge the same fee to all Qualified Assessors for the same facility use service.
4. Qualified Assessors cannot conduct performance exams for individuals who are direct employees or subcontracted employees of the same company that employs the Qualified Assessor.
5. The maximum number of certification candidates a Qualified Assessor can assess at one time is four.
6. NRCA does not tell Qualified Assessors whether they should charge a fee for their assessment services or how much to charge if they charge a fee. However, everyone must be charged similarly for similar services. NRCA does not receive any portion of fees Qualified Assessors are paid.
7. Certification candidates evaluate their Qualified Assessor and the testing site after completing a performance exam and before receiving a score report. They also can appeal the results of the performance exam if they believe the exam or scoring were not carried out correctly.

What skills do Qualified Assessors evaluate during performance exams?

Table A shows examples of skills that may be tested during hands-on exams for installers. Qualified Assessors are trained to evaluate these skills using specific criteria provided by NRCA.

Table A: Examples of Hands-on Tasks	
NRCA ProCertified Asphalt Shingle Systems Installer	NRCA ProCertified EPDM Systems Installer or Thermoplastic Systems Installer
Follow directions	Follow directions
Inspect a PFAS harness, lifeline, hooks and anchors	Inspect a PFAS harness, lifeline, hooks and anchors
Demonstrate wearing a PFAS and explain the purpose of each part	Demonstrate wearing a PFAS and explain the purpose of each part
Use PPE correctly	Use PPE correctly

Install: <ul style="list-style-type: none"> • Underlayment • Different shingle types • Flashings • Valleys • Hip and ridge • Vents 	Install: <ul style="list-style-type: none"> • Follow correct fastening patterns • Adhesives • Base flashings • Embedded metal edge flashings • Bonded seams (EPDM only) • Hot-air welded seams (Thermoplastic only)
Trim corners	Correctly terminate the membrane
Lay and fasten shingles	Inspect tools
Properly: <ul style="list-style-type: none"> • Fasten underlayment • Install T-style metal edge flashing • Stagger shingles • Install a vent pipe • Install a valley • Install counterflashing • Install a ridge vent • Install hip and ridge cap shingles 	Properly: <ul style="list-style-type: none"> • Lay sheets without wrinkles, voids or fishmouths • Maintain minimum sidelap • Evenly space and install seam fasteners • Bond seams using membrane primer and seam tape (EPDM only) • Fully weld premolded flashing corners (Thermoplastic only) • Cut flashing sheets accurately • Roll seams with a roller • Install a pipe boot
Clean up	Clean up

Technical content and terminology used in exams is based on NRCA's technical manuals and best practices. It is not based on manufacturer's manuals, specifications or guidelines. Test questions about safety are based on federal regulations that affect roofing workers. They are not based on regional, state or local regulations or terminology.

How do I become a Qualified Assessor?

You can become a Qualified Assessor by completing the NRCA ProCertification Qualified Assessor Certificate Program. It has five parts:

- An online training program that teaches NRCA ProCertification policies and procedures
- An open-book, multiple-choice computer-based exam covering the policies and procedures
- An online training program about required PPE for performance exams and installer's knowledge of a PFAS
- An online training program that teaches how to observe and score performance exams for a specific type of roof system
- A computer-based exam that tests observation and scoring skills. The exam can be taken a maximum of three times. Each attempt after the first requires an additional fee.

You must complete all training and exams within 12 months of your application being approved. You also must agree to follow the policies and procedures of NRCA ProCertification presented in the NRCA ProCertification Qualified Assessor Certificate Program, including the NRCA ProCertification Qualified Assessor Code of Professional Conduct.

Who is eligible?

The NRCA ProCertification Qualified Assessor Certificate Program results in a system-specific designation. To be eligible, you must have supervised or observed roof system installation projects. You can demonstrate this by meeting the following eligibility criteria:

General eligibility

All Qualified Assessor applicants must be at least 21 years of age.

Specific system designation eligibility

NRCA ProCertification Qualified Assessor: Asphalt Shingle Systems Designation

1. **Option A:** You hold a current NRCA ProCertified Asphalt Shingle Systems Installer certification or ProCertified Roofing Foreman certification with the Asphalt Shingle Systems designation.
2. **Option B:** You have been in a responsible position supervising or observing installers of asphalt shingle roof systems for at least an 18-month period. This experience must have occurred within three years of the date of application. You must have supervised or observed at least five asphalt shingles installation projects that include a variety of installation details, such as flashings, valleys and shingle types.
If you choose Option B, you must submit information about five asphalt shingle system installation projects, including customer names, locations and types of projects. NRCA reserves the right to verify work experience and decision-making authority.

NRCA ProCertification Qualified Assessor: EPDM Systems Designation

1. **Option A:** You hold a current NRCA ProCertified EPDM Systems Installer certification or ProCertified Roofing Foreman certification with the EPDM Systems designation.
2. **Option B:** You have been in a responsible position supervising or observing installers of EPDM roof systems for at least a 24-month period. This experience must have occurred within three years of the date of application. You must have supervised or observed at least five EPDM system installation projects that include a variety of installation procedures such as flashings, sheet layout and attachment.
If you choose Option B, you must submit information about five EPDM system projects, including customer names, locations and types of project. NRCA reserves the right to verify work experience and decision-making authority.

NRCA ProCertification Qualified Assessor: Thermoplastic Systems Designation

1. **Option A:** You hold a current NRCA ProCertified Thermoplastic Systems Installer certification or ProCertified Roofing Foreman certification with the Thermoplastic Systems designation.

2. **Option B:** You have been in a responsible position supervising or observing installers of thermoplastic roof systems for at least a 24-month period. This experience must have occurred within three years of the date of application. You must have supervised or observed at least five thermoplastic system installation projects that include a variety of installation procedures such as flashings, sheet layout and attachment. If you choose Option B, you must submit information about five thermoplastic system projects, including customer names, locations and types of project. NRCA reserves the right to verify work experience and decision-making authority.

For all designations, examples of being in a responsible position supervising or observing installers for **Option B** include being:

- A manufacturer's technical representative who inspects roof system installations
- A Registered Roof Observer who conducts quality control observations during roof system installations
- A roofing foreman or superintendent who oversees crews performing roof system installations

What do I get when I become a Qualified Assessor?

- A digital badge showing you are an NRCA ProCertification Qualified Assessor that you can post on social media. It also can be posted on a website or printed on a decal or business card.
- Two decals of the badge
- A photo ID wallet card that contains a QR code others can use to electronically verify the credential

How long does the credential last?

You must renew your Qualified Assessor credential every year. Renewal encourages you to keep your knowledge and skills up to date. The renewal requirements include:

1. Paying an annual maintenance fee
2. Conducting a minimum of five NRCA ProCertification installer certification performance exam assessments per year
3. Staying current regarding changes in systems technology and best practices in a given designation. NRCA will notify Qualified Assessors when a significant technical change occurs that requires them to complete additional education related to the change.
4. Staying current regarding NRCA ProCertification policies and procedures. NRCA will notify Qualified Assessors if they are required to complete additional NRCA education related to the change.
5. Maintaining a minimum average performance exam evaluation score from certification candidates

What does it cost to become a Qualified Assessor?

Item	NRCA Member Fee	Nonmember Fee
Enrollment fee per designation (Fee includes one attempt at the computer-based test.)	1st designation: \$1,499	\$2,999
	2 nd designation: \$999	\$1,999
	Additional designations: \$749 per designation	\$1,499 per designation
Test retake fee	\$199	\$399
Test reschedule fee	\$100	\$100
Annual maintenance fee (One fee covers all designations.)	\$149	\$299

If an applicant does not meet the eligibility requirements, the certification fee will be refunded minus a \$249 administrative fee.

Bulk application discounts are available starting at 10 applications or more. Contact Jeff Jarvis, NRCA's vice president of membership, sales and business development, at jjarvis@nrca.net for specific details.

Additional policies and FAQs

The following policies are on NRCA's website at www.nrca.net/policies:

- Change of Address
- Confidentiality
- Confidentiality of Individual Participant Scores
- Denial and Revocation of Credential
- Grievance/Appeals Process
- Nondiscrimination Policy
- Ownership of NRCA ProCertification Program Materials
- Prohibited Use of Credential
- Testing Accommodations
- Verification of Information by NRCA
- Warranty Disclaimer and Limitation of Liability

Answers to frequently asked questions are on NRCA's website www.nrca.net/procertification/faqs.

ProCertification contacts

Applications for all NRCA ProCertification credentials are available on NRCA's website at www.nrca.net/procertification.

Mailing Address:

National Roofing Contractors Association
Attn.: ProCertification Program Administrator
10255 W. Higgins Road, Suite 600
Rosemont, IL 60018-5607

Email:

General Inquiries and Applications: certification@nrca.net
Inquiries from Qualified Assessors: QAsupport@nrca.net

Phone: (847) 299-9070

Fax: (847) 299-1183

Office Hours: 8 a.m. to 4:30 p.m. CST